



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 09-53

20 November 2009

EXTENSION OF INITIAL PERFORMANCE PLAN ESTABLISHMENT

1. Due to the statewide migration to Windows Vista, establishment of initial performance plans are being extended to 11 December 2009. Implementation of the five-tier Technician Performance Appraisal Program (TPAP) occurred on 8 November 2009.
2. Supervisors must have performance plans in place utilizing the Performance Appraisal Application (PAA) in Defense Civilian Personnel Data System (DCPDS), documented, and communicated to technicians no later than 11 December 2009.
3. As a reminder, the appraisal period start date is 8 November 2009, with an end date of 30 June 2010, and an effective date of 1 July 2010.
4. Questions regarding the TPAP may be directed to MSgt April Mosher at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at april.mosher@us.army.mil. Questions concerning hierarchy (i.e. supervisor cannot see their technician in MyWorkplace) may be directed to SrA Stacey Stigelmayer at CAGNET 6-3355, commercial (916) 854-3355, or email at stacey.stigelmayer@us.army.mil.

FOR THE HUMAN RESOURCES OFFICER:

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